

545

27 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

### A. COURSE MATTERS

## 1. Fundamentals of Supervision and Management

Fundamentals of Supervision and Management Course #13 will be run 27 November - 1 December. Thirty-one students are enrolled of whom six are women.

## 2. Performance Appraisal Workshop

On 21 November [REDACTED] the newly assigned Training Officer and Deputy Training Officer of NPIC respectively, met with [REDACTED] to discuss the possibility of conducting one or more additional Performance Appraisal Workshops for NPIC personnel. Four of these workshops have already been given in NPIC and, while the recent estimate from NPIC was for only about 25 people, by the time of the meeting it had grown to a possible 70. Since [REDACTED] himself had not previously participated in such a workshop, we went over the alternative approaches, objectives, etc. in detail. Three dates in January and February 1973 were suggested. A formal request for this training, including the number of workshops needed, will be forwarded to OTR in the near future.

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EXEMPT FROM GENERAL DECLASSIFICATION  
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S 50(1), (C) (1), (2), (3), (4), (5), or more)  
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3. Project Officer in the Contract Cycle

Thirty-five replies to the 89 follow-up questionnaires sent to former students of the course were received (see Support School Weekly Report of 10 November 1972). All of the replies strongly reaffirmed the value of the course in general. A few contained constructive suggestions which will be considered for incorporation in the course.

4. Fundamentals of Budgeting

The first offering of the new course was greatly oversubscribed both in terms of the number of applications received (82) and in the number of telephone inquiries made after registration had been closed. Enrollment is limited to twenty-five persons; however, twelve more sessions of the course are scheduled through November 1973.

B. GENERAL

1. Four members of the Clerical Training Faculty will tour the Signal Center and the Cable Secretariat on 4 December to update their knowledge of the procedures currently being followed by those activities in the handling of cables and dispatches.

2. A list of 75 words typical of those used in the vocabulary part of the SET test given to Agency applicants was compiled at the request of the Office of Personnel. It is understood that OP will turn the list over to representatives of the Urban League who will make it available for preparing applicants for the test.

25X1A 3. [REDACTED] attended a meeting conducted by Prof. Henry Rowen of the Stanford Graduate School of Business in the New Executive Office Building on 21 November. A purpose of the meeting was to acquaint appropriate Government officials with the School's "Urban Management Program." A detailed report of the meeting is being prepared for the DTR.

[REDACTED]

Chief, Support School, DTR

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